Ergonomics Principle

Create software macros that automate repetitive keystrokes
## Reduces highly repetitive motions - keying

What is a macro?

A macro is a series of computer commands and instructions that you group together as a single command to accomplish a task automatically.

Instead of manually performing a series of time-consuming, repetitive actions, you can create and run a single macro — in effect, a custom command — that accomplishes the task for you.
Here are some typical uses for macros:

- To speed up routine editing and formatting a document

- To combine multiple commands; for example, inserting a table with a specific size and borders, and with a specific number of rows and columns

- To make an option in a dialog box more accessible

- To automate a complex series of tasks
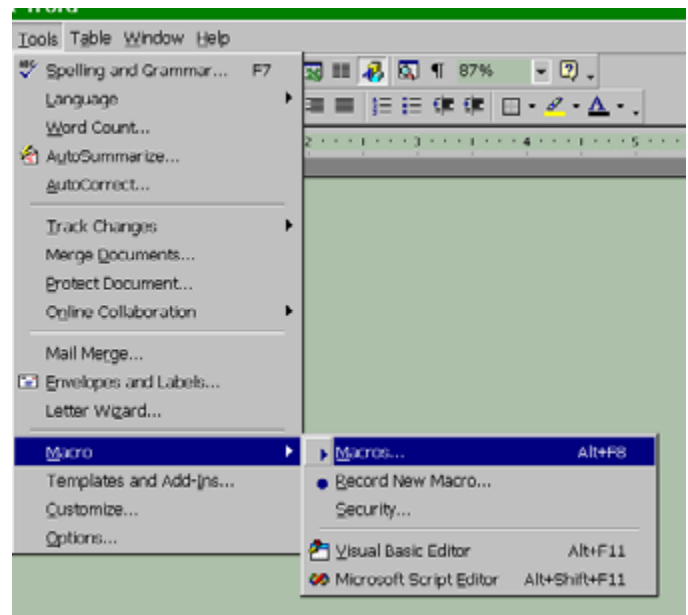
You can usually find the macro tool under the **Tools** menu in the task bar, at the top of a PC-based program.

Other benefits:

- Reduces errors
- Improves productivity
- Reduces keystrokes
- Ergonomics principles for office work can be found in the following publications:
    - o Office Ergonomics: Practical solutions for a safer workplace
      http://www.lni.wa.gov/IPUB/417-133-000.pdf
    - o Computer workstations: OSHA eCAT
      http://www.osha.gov/SLTC/computerworkstations_ecat/index.html

From the Washington Department of Labor and Industries Ergonomics Ideas Bank.
http://www.lni.wa.gov/wisha/ergoideas